



## DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

**Non-Merit Position**  
**(This position is exempt from the State of Delaware Merit Rules)**

**Posting #AOC0302N16**

### **NETWORK ADMINISTRATOR**

**Telecommunications/Network Technologist I**

**\*\*This is a Career Ladder Series\*\***

**Opening Date:** March 11, 2016  
**Closing Date:** This position will remain posted until the vacancy is filled.  
**Salary:** \$50,485 - \$63,106 per year (Minimum - Midpoint) Pay Grade 17\*  
**Recruiting For:** Administrative Office of the Courts, Judicial Information Center  
**Location:** New Castle County (Please check this location on your application)

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\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**Summary Statement:** This is the full performance level responsible for planning, implementing, designing, analyzing, and maintaining moderately complex network infrastructures. An employee may become eligible for consideration to move to the next level of the career ladder – Telecommunications/Network Technologist II – after one year within this classification, once he or she meets the minimum qualifications and performance requirements for the higher level, and possesses the ability to perform at that level.

- Identifies resources required for network designs including upgrades, expansions, and enhancements. Configures and installs network hardware and software to meet requirements and conform to technical design standards to provide reliable network access to all users.
- Maintains and administers computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations. Plans, coordinates, and implements network security measures in order to protect data, software, and hardware.
- Regularly makes decisions in situations where the general pattern exists but must be individualized to plan the development or revision of the LAN to meet user needs

requiring the application of known and established network-based system analysis, design, and programming theory, principles, conceptual models, professional standards, and precedents.

- Contacts are with others outside the supervisory chain, regardless of the method of communication, for the purposes of researching leading edge technologies, gathering information for planning and design purposes, discussing network performance issues with vendors/engineers, management, and users, and installing networks.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted for the application.

1. At least one year of experience in planning, designing, implementing, and managing data networks.
2. Documented experience installing, configuring, and administering physical and virtual servers and storage devices; provide Level 3 support to the organization.
3. At least one year documented experience in the following:
  - Windows Server (2008-2012 R2)
  - Routing and switching
  - VMware; vSphere, P2V
  - Enterprise backup (Commvault preferred)
  - Wireless network design
  - Mobile Device Management
  - SCCM
  - EMC SAN management (desired)
  - WSUS (desired)
  - Orion/Solarwinds (desired)
4. Knowledge of developing strategic business plans for the expansion and installation of network and telecommunications infrastructure including an evaluation of the feasibility, compatibility, and cost effectiveness.
5. Ability to communicate courteously and effectively, both verbally and in writing, including the ability to communicate complex, technical information in a format appropriate to ensure audience comprehension with a diverse group of clients such as end-users, staff, and coworkers. Must be a good team player.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> and review the complete job announcement, then click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either

Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.aoc@state.de.us](mailto:apps.aoc@state.de.us) (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:  
Administrative Office of the Courts  
The Renaissance Centre  
405 N. King Street, Suite 507  
Wilmington, DE 19801-3700

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary  
An Equal Opportunity and Affirmative Action Employer**